



CITY OF MT. SHASTA

305 North Mt. Shasta Boulevard
Mt. Shasta, California 96067
(530) 926-7510 • Telephone
(530) 926-0339 • Fax

Housing Policy Department
Received on:

MAR 28 2013

DEPT OF HOUSING
& COMM DEV
DRAFT COMM AFFAIRS
BY

RECEIVED

March 22, 2013

Scott Morgan
Governors Office of Planning and Research
1400 Tenth Street
Sacramento, CA 95814

California Dept of Housing and Community Development
1800 Third Street
Sacramento, CA 95811-6942

RE: General Plan annual Report

Please find the General Plan Annual report and attachments for the 2012 reporting period. If there are errors or you need additional information please contact Keith McKinley, City Planner, City of Mt Shasta.

Thank You,

A handwritten signature in black ink, appearing to read "Keith McKinley".

Keith McKinley, AICP, MRTP
City Planner
City of Mt. Shasta.
(530) 926-7510

CITY COUNCIL AGENDA ITEM No. 7

MEMO

DATE: February 25, 2013
TO: Mount Shasta City Council
FROM: Keith McKinley, AICP, MRTP
RE: General Plan Annual Progress Report

This is a short cover memo for the General Plan Annual Report. The Planning Commission reviewed and discussed the General Plan Annual Report on January 22nd.

Some changes were made to the report in response to the Planning Commission discussion. Some clerical errors were corrected, and some sections were in need or organizing.

The Planning Commission noted that some policy has yet to be examined, or changed in response to Council action in the recent past. Those areas are Bolded in Table C, and also in the Implementation Activity Section regarding a noise ordinance.

Keep in mind this Annual Report can be routine, yet is a good opportunity to take stock in the progress of our General Plans implementation, and it is a good time to review our previously stated goals and directions, where we have gone with them, and what we want to do next.

Typically General Plan Goals, Policy and implementations contain “local government’s long-term blueprint for development” and further *“It represents the community’s view of its future; a constitution made up of the goals and policies upon which the city council, board of supervisors, or planning commission will base their land use decisions. To illustrate its importance, all subdivisions, public works projects, and zoning decisions (except in charter cities other than Los Angeles) must be consistent with the general plan. If inconsistent, they must not be approved.”* (From California Office of Planning and Research).

Many Cities fall into the trap of never actively using the General Plan. I’m glad that this has not been the case for the City of Mt. Shasta for we have been implementing ours since its adoption in 2007. However, some of the remaining implementation measures are touching on policy that may be more difficult to tackle.

Staff’s recommendation is to forward this report as required to the two state agencies. In the upcoming Goal setting or other similar exercises, perhaps we could examine the General Plan for some goals we adopted for direction for development.

CITY OF MT. SHASTA CITY COUINCIL AGENDA ITEM # 7

DATE: February 25, 2013

TO: City Council

FROM: Keith McKinley, City Planner, MRTP, AICP

RE: General Plan Annual Progress Report: Reporting Year 2012.

Recommendation

- 1. Accept January 2013 Annual General Plan Progress Report for the 2012 Reporting Year required by State of California.**
- 2. Forward the General Plan Annual Report to the Office of Planning and Research and Housing and Community Development.**

Background

Please note we are reporting on the progress of last year (2012) of the General Plan, which, of course, includes the Housing Element. As we have discussed, the Regional Housing Needs Assessment (RHNA) figure for the City was lowered significantly for this Housing Cycle. The economy continued to slow the growth of new housing, especially multi family housing, but building permit activity in general has remained static from last year.

Most of the progress of the significant implementation of the General Plan and Housing Element has been steady and plentiful since the adoption of 2007 and 2009 respectively. Since it is now 2013, we are coming to a close on implementing the current housing element since a Housing Element has a five year cycle, and the update begins in Spring 2013, and it is due mid-2014.

For review, the City adopted all significant and time sensitive implementation measures specified in the Housing Element within the time suggested by the Department of Housing and Community Development (HCD). After that there isn't much more to implement except primarily staying on point when opportunities arise.

Also, some of the items reported last year were lengthy in process and ultimately the development of the projects spilled over to 2012. Those projects were completed and are reported this year as well. Examples of this are the Bicycle Lanes project and the Safe Routes to Schools Project.

Some items previously reported have been modified, such as the policy to consider Development Impact Fees. The fees were adopted, yet modified in 2011 in response to the recession. The fees are in place and no change occurred in 2012

Purpose of Annual Report

Section 65400 of the State of California Government Code requires the planning agency of cities to provide an annual report to their legislative body, Governors Office of Planning and Research (OPR), and Housing and Community Development (HCD) on the status of the General Plan and progress in its implementation. The intent of the annual report is to provide the local legislative body information regarding the implementation of the General Plan.

Contents of This Annual Report

This report is prepared for the 2012 calendar year and includes the following sections:

1. Introduction and Overview
2. Last Updates of General Plan and Housing Element.
3. Housing Element Update.
4. Housing Element Reporting Requirements.
5. Construction Activity.
6. Amendment to the General Plan.
7. Implementation Activities.

1. Introduction and Overview

Government Code Section 65400 requires the annual reports to be complete and submitted to the State of California by April 1 of each year.

The City of Mt. Shasta updated the General Plan in 2007. In the time the General Plan has been in effect, the City has made progress on many implementation measures: Bicycle and Alternative Transportation, Capital Improvement Planning, Water Master Plan Update, Land Development Code update, and with subsequent amendments and Subdivision Code updates were completed in 2010 (Updates to Design Standards). Additionally, a Sewer System Master Plan (SSMP) has been completed, as well as a Master Water Plan. The City has updated the Design Standards for Subdivisions. In addition, the City, adopted a new Housing Element for 2009-2014, and has already completed the most significant implementation measures included in the Housing Element.

Like many jurisdictions, construction activity has been stalled due to the impacts of the recession.

The Alternative Transportation Advisory Committee submitted grant applications for implementing the Bicycle Pedestrian and Trails Master Plan and two of those were awarded funding in 2010, and during 2011 entered into the design phase, construction was completed in 2012.

Significant progress for 2012 was related to parking and circulation and was consistent with policy in the Circulation Element. The progress made included selected projects identified in the Bicycle and Pedestrian Plan supported goals of the Alternative Transportation Advisory

Committee and the Bicycle and Pedestrian Trails Master Plan. The City also updated certain parking regulations.

2. Last Update of the General Plan

The last comprehensive update to the General Plan was adopted by City Council August 22, 2007.

3. Housing Element Update

The City of Mt. Shasta contracted with a local planning firm to complete the latest Housing Element, and it was adopted in early 2010 for the Planning Period of 2009-2014. Implementation of the Housing Element began immediately and all implementation requirements for 2010 were completed. See "Implementation Activities and Table C for details regarding implementation. Staff is beginning the update in 2013 to be completed "in house" so as to save funding.

4. Housing Element Reporting Requirements

Government Code Section 65400 mandates that cities include in their annual report the progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the development of housing (as defined in Government Code Sections 65583 (c) (3) and 66584).

Table B (see Attachment 4) shows the City's progress toward achieving our RHNA requirements. The city is *not required* to have the dwelling units constructed or under construction, but is required to provide enough *appropriately zoned parcels for that need*. The housing element Land Inventory indicated that there are an adequate number of sites zoned for all housing needs. Please note that the current RHNA requirements were lowered significantly for the reporting period 2009-2014.

The progress report for the Housing Element is included as Attachment 5 (Table C). Government Code Section 65400 requires the Housing Element progress report to be submitted on the forms provided by HCD, thus those are what is used. The completed forms are provided as Attachment 2, 3, 4, and 5.

There is nothing new to report in Table C since no housing opportunities occurred in the reporting period.

Production of Housing.

Attachment 1 provides building permit activity for the year 2012. This information is also provided in the required HCD format in Attachments 2-4.

The building permit activity is relatively low. We issued permits for two CDBG rehabilitation projects and no other housing.

Special needs populations.

No new housing was built for special needs populations.

5. Construction Activity

Refer to Attachment 1 – Building Permit Activity, and Attachment 2 – Tables A, A2, and B. During 2012, there were no permits for new single family homes and no additional duplex or triplex structures. The permits issued were CDBG rehabilitation projects.

6. Amendments to the General Plan

Aside from the Housing Element Update in early 2010 (for the 2009-2014 cycle), amendments to the General Plan were infrequent but did occur when the Zoning Code was updated (2009), and at the time a small annexation occurred (2010). In 2011, an Amendment to the Open Space Element was adopted on September 12, 2011 (Resolution Number CCR-11-47). The amendment was for the purpose of combining two policies dealing with neighborhood and community parks into one policy. There were no General Plan Amendments adopted in 2012.

7. Implementation Activities for 2012:

There was progress made in some aspects of the implementation of the General Plan. Notably in the Circulation Element and maintenance to the water system.

Circulation Element

Among the many facets that the Circulation Element covers, one of them is parking. The City has objectives and programs related to parking. The reporting year 2012 included a major change to parking policy within the City Limits.

The Goals objectives and implementation programs related to the changes are as follows:

Goal CI-6 Maintain and enhance parking throughout the City.

Policy CI-6.2 Ensure adequate, but not excessive, well designed and convenient on-street and off-street parking throughout the city.

Policy CI-6.2(d) Businesses with appropriate land uses for effective shared parking should be encouraged. Examples of businesses with shared parking opportunities may include office buildings and uses such as restaurants and theaters that generate primarily and evening parking demand.

Regarding the above Policy, at the end of 2011, the City Council directed the Planning Commission to report on ways to reduce parking requirements by identifying and managing constraints to relocating business for off-street parking. The direction was in response to recent studies conducted by staff regarding relatively moderate use of off-street parking and the difficulties locating specific types of businesses in the built environment. The Commission studied the issue and recommended reductions in the off-street “required land use to parking space ratios.” In addition, to help encourage efficient use of existing land and encourage mixed use development, the Planning Commission also recommended a shared parking program,

modification of how waivers are granted, and revised sections dealing with off-site parking. The City Council adopted these changes in November 2012.

Consistent with Policy CI-6.2(d), the city adopted a section providing for a reduction of parking through a shared parking agreement.

Land Use and Circulation: Water System

In 2012 the water tanks were repainted (inside). This is part of the on-going goal of keeping the water system safe and compliant. Specifically Goal LU- Maintain a water supply and distribution that meets drinking standards and that serves the domestic and fire protection needs for the community (page 3-48)

Land Use and Safety: Fire Protection

Much of the implementation measures for fire protection were completed over the last three years and was included in a previous annual report. In 2012, the Fire Department continues to improve equipment and methodology for the safety of the community. The fire department purchased more radio equipment in 2012, and has received grant funding for protective clothing and other gear. In addition, funding was cleared for a replacement fire engine. The fire engine will be purchased in 2013.

These are on-going maintenance and update functions consistent with Goal

Overall Implementation Progress Since Adopting General Plan

Aside from the progress on various implementation measures described above for 2012, the city Planning Dept, Planning Commission and City Council have made much progress implementing the General Plan since adoption in 2007.

Prior to this year's progress, the following has been implemented:

Goal LU-10: Develop and regularly update a Capital Improvement Program.

The City began the Capital Improvement Program project fall of 2007. It was completed and adopted.

Goal CI- 8: Promote safe and efficient pedestrian and bicycle transportation and other modes of non-motorized transportation.

Implementation CI-8.1d: City should create an Alternative Transportation Advisory Committee.

The Alternative Transportation Advisory Committee was formed in December 2007.

Goal LU—4. Facilitate housing in a logical pattern.

The Land development Code update included adjustments that aid in enduring development consistent with this policy. For example:

- Allows development in slightly higher densities, especially on streets other than collectors and arterials.
- Provides process for Planned Developments
- Density transfer was clarified
- Streamlined process for mixed use
- Created the R-1-U Zone as a floating zone for utilizing older infill residential parcels.

Goal LU-16 – Maintain Wastewater Collection System

The City completed interceptor line project to upgrade the main wastewater interceptor line.

Goal CI- 8: Promote safe and efficient pedestrian and bicycle transportation and other modes of non-motorized transportation.

- Implementation CI-8.1d: City should create an Alternative Transportation Advisory Committee.

The Alternative Transportation Advisory Committee was formed and a draft bicycle transportation plan was adopted.

The Alternative Transportation Advisory Committee has been formed and a draft bicycle and pedestrian plan was completed in early 2009. The Bicycle and Pedestrian Trails Master Plan was adopted and approved by the Local Transportation Commission and forwarded to the Bicycle Facilities Unit (BFU) of Caltrans. A project to create Class II bike lanes was submitted to the BFU for BTA funding consideration. Funding was received for two projects through the BFU and also the Safe Routes to Schools Program.

Goal NZ-1: Protect City residents from harmful and annoying effects of exposure to excessive noise.

- Implement by NZ-1.1: Enact a Noise Control Ordinance.

A Noise Ordinance was presented, but **was denied. Policy has not changed.**

Goal LU-10: Develop and regularly update a Capital Improvement Program.

The city has adopted a Capital Improvement Program, and will be updating it during each budget cycle.

Various implementation measures in the Land Use, Circulation and safety element called for the investigating and setting up Development Impact fees. They are as follows:

- LU-18.1 (a): Ensure appropriate impact fees are established and collected to meet long term capital improvement program needs including new wells, pumps, mains, over sizing mains, treatment, storage and other water system improvements as needed to serve existing and new development.
- **LU-18.1 (b):** Update the City Water Master Plan and utilize the updated plan to prioritize water infrastructure improvements and expansion programs to serve the existing and planned development of the community.

Policies supporting the need the need for impact fees are found elsewhere in the General Plan to support the fire department and police.

- **Policy LU-11.3:** A program shall be created to collect funds for fire protection equipment.
- **LU-11.3(a):** The capital equipment funds collected by fees shall be initiated through an appropriate ordinance that contains provisions to ensure a fair, rotational, and equitable distribution of the capital costs for future equipment. Fees shall be determined on a fair and equitable basis.

In support of Implementation Measures LU-18.1a, LU- 18.1 (b), LU-11.3, LU-11.3 (a), the city investigated enacting Development Impact Fees, and the fees were adopted, and subsequently modified by resolution. This ordinance resulted in a system to collect fees for public safety impacts that included fire safety and for other park funding outside of those collected with a subdivision. The modifications and other suspensions were done in response to the recession, and thus, no fees of any substance have been collected.

Housing

Among the many goals and objectives of the Housing Element, there were several that were slated for immediate implementation, and were completed in 2010 and reported in the 2011 reporting period. Specifically, those were that the City was to amend the land development code to include chapters addressing Single Residential Occupancy, transitional housing, and emergency shelters (see Attachment 5). Chapter 18, 97, 18.98, and 18.99 were added to the Zoning Code.

2011 the City Council adopted Resolution CCR-11-50, entering into an agreement with the Great Northern Corporation to apply for grants through the “Tenant based Rental Assistance Program.” Unfortunately we were not selected to receive those funds. The City did not adopt or amend the Housing Element in 2012.

Water and Wastewater System

At page 3-48, at goal LU-18, the general plan states that we are to: “Maintain a water supply and distribution system that meets drinking water standards and that serves the domestic and fire for protection needs for the community.”

To implement that goal, among other measures, the General Plan includes the following goals and policy:

Goal LU-16: Maintain a wastewater collection system and treatment plant that serves the need of the community.

This is ongoing and the Sewer System Management Plan, adopted in 2010 and reported in the 2011 annual report is implemented via capital improvement planning. The plan's implementation is ongoing.

LU-18.1(b), "Update the City Water Master Plan and use the updated plan to prioritize infrastructure improvements and expansion programs to serve the existing and planned development of the community.

As dictated by General Plan Policy, the City contracted with PACE Civil to draft a Master Water Plan. The draft was completed, and on December 9, 2010 a public workshop was held to get input from both the City Council and the public. This action was reported in last year's annual report, subsequently, the comments were received and the final plan was adopted in spring of 2011.

LU-21: Employ the concept of Mixed-Use Planned Development land use determined by the City to be warranted and appropriate, based on the characteristics of the site and related development issues.

While this goal is intended mainly for large sites such as the Roseburg Property, the Planning Commission approved the first true mixed use project in 2011. The building is completed and the final inspection is anticipated very soon.

Goal SF-4: Protect property and life from fire hazards.

Much of the implementation measures for fire protection were completed over the last two years and was included in last year's annual report. In 2011, the Fire department continues to improve equipment and methodology for the safety of the community. The fire department purchased narrow band compliant radios in 2011.

Open Space and Conservation Element

For a brief review of activity since 2009, Development Impact Fees were enacted to help maintain the ratio of Neighborhood Parks as stated in policy OC 9.2 (b). In January 2010, a discussion began questioning the feasibility of requiring both 5 acres of "Neighborhood Parks" and five acres of "Community Parks" per thousand in population. This discussion is in part a response to the impact fee that was enacted to collect for those parks.

The question was raised at the January 11th 2010 meeting whether the General Plan should be amended to modify the requirements for parkland. A subsequent joint meeting was held with the

City Council and the Mount Shasta Recreation and Parks District (MSRPD). The parks are under the jurisdiction of the MSRPD, and the service area for the MSRPD is far beyond the city limits.

As mentioned above, the City Council adopted Resolution CCR-11-47, amending the open space element combining policy OC-9.2b and OC-9.2c, the requirement for parkland to 1000 population to read:

“OC-9.2 (b) “Maintain a ratio of not less than 10 acres of neighborhood and/or community parks per one thousand City Population”

Attachments:

1. Building Permit Activity from City Records 2011
2. Table A for Housing Element Progress Report for 2011
3. Table A-2 for Housing Element Progress Report for 2011
4. Table B. RHNA progress 2011
5. Table C – Housing Element Implementation 2011

**CITY OF MT. SHASTA
2012 BUILDING PERMITS
ANNUAL REPORT**

NEW HOMES: None to Report

DUPLEX/TRIPLEX: None to Report

CDBG REHAB: 706 Marjorie \$ 40,000 December
 202 Terry Lynn \$ 40,000 October

COMMERCIAL: None to Report

MANUFACTURED: None to Report

DEMOLITION: 1014 N. Mt. Shasta Boulevard
 December

PERMIT ACTIVITY

Total Permit Fees: \$ 32,463.17

Total Valuation of Permits: \$1,192,378.79

Prepared by: Rebecca Lee
 Finance Department
 City of Mt. Shasta
 305 N. Mt. Shasta Boulevard
 Mt. Shasta, California 96067

**CITY OF MT. SHASTA
2012 BUILDING PERMIT FINALS
ANNUAL REPORT**

| | |
|------------------------|--|
| NEW HOMES: | 403 Adams \$470,450 September/2012 |
| DUPLEX/TRIPLEX: | None to Report |
| CDBG REHAB: | 202 Terry Lynn \$350.00 May/2012 |
| COMMERCIAL: | 420-420A Chestnut \$250,000 March/2012 |
| MANUFACTURED: | None to Report |
| DEMOLITION: | 1014 N. Mt. Shasta Boulevard June/2012 |

Prepared by: Rebecca Lee
Finance Department
City of Mt. Shasta
305 N. Mt. Shasta Boulevard
Mt. Shasta, California 96067

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Attachment 1
page 1 of 4

page 1 of 4

Table A

Very Low-, Low-, and Moderate-Income Units and Mixed-Income Multifamily Projects

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

| | | |
|------------------|--------------------|--------------------|
| Jurisdiction | City of Mt. Shasta | |
| Reporting Period | Jan-12 | - December 31 2012 |

Table A2

**Annual building Activity Report Summary for Above Moderate-income Units
(not including those units reported on Table A)**

| | Single Family | 2 - 4 Units | 5+ Units | Second Unit | Mobile Homes | Total |
|---|---------------|-------------|----------|-------------|--------------|-------|
| No. of Units Permitted for Above Moderate | 0 | 0 | 0 | 0 | 0 | 0 |

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

| | |
|--------------------------|---------------------------|
| Reporting Period | City of Mt. Shasta |
| Jan-12 - Decembe 31 2012 | |

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

TABLE C

**HOUSING ELEMENT
PROGRAM IMPLEMENTATION STATUS FOR REPORTING YEAR 2012**

| Program | Policy | Timeline | Status |
|----------------|---|-----------------|---|
| HO-1 | Provide an adequate supply of sound, affordable housing for existing and future residents of Mount Shasta, consistent with county wide needs and without regard to the race, age, religion, sex, marital status, ethnic background or personal disabilities of those persons. | | Ongoing. This is the overall goal of the Housing Element; the implementation programs described below have reports and comments related to this goal. |
| HO-2: | To meet the City's share of regional housing needs during the planning period, encourage and facilitate the construction of 58 new housing units according to the following income levels: 7 units for extremely low income; 7 units for very low income; 10 units for low income; 9 units for moderate income; and 25 units for above moderate income. | Planning period | In 2009, HCD issued Regional Housing Needs Assessment (RHNA) that is significantly lower than in the past Housing Element planning periods. Our RHNA figure is 58. Building activity in 2012 was low. However, we have ample lands zoned for housing, and significant amounts of infill opportunities to meet this stated need. |
| Policy HO-2.1: | Ensure that the City's development standards and/or processing requirements are not a constraint to the development of affordable housing. | Annual review | The city utilizes the Building Code for "Building Standards," and the "Redding Construction and Engineering Std's" for infrastructure and engineering standards. Multi-family buildings must go through a design review (Chapter 18.60), but affordable housing as defined by HCD is allowed certain protections according to state law (for example Section 65582.1 of the Cal Gov't Code). Currently, single family detached housing for any income |

| | |
|--|--|
| | <p>level does not undergo any review (HO 2.1 Continued) beyond the building dept permits. Multiple Family housing, triplexes and above, are subject to the city's Design Review process, which is for the aesthetics of site and building design. The Guidelines were recently updated and have specific sections for multi-family housing. In addition, the City Council reduced the Development Impact fee, suspended the parks and recreation impact fees, and reduced the public works, police and fire requirements by 7.5%.</p> |
| <p>Program HO-2.1.1:</p> <p>Review the effectiveness of the updated zoning ordinance and make revisions if it is found the ordinance is creating unusual constraints on affordability and housing availability.</p> | <p>Continually</p> <p>The key words for this policy are "unusual constraints." Planning Department has, and continues to, review the processes for development and made changes to certain ordinances after identifying or experiencing problems with implementation. The adopted zoning code has, from the outset, not shown to have any unusual constraints to building housing for affordable to moderate, or otherwise targeted income groups. Many adjustments have been made. For example, since 2005 and up to 2010 we've updated the Title 17 for clarity and removed a step in the parcel Map process (subdivisions, Completed 2006 and 2007), and streamlining the process continues with the adopted revision to the Design Guidelines in 2010.</p> <p>Development impact fees were adopted in 2010, but subsequently modified to suspend the</p> |

| | | | |
|--------------------------|---|---|---|
| | <p>neighborhood park requirements for residential projects (a 4792 Dollar reduction in impact fees). The General Plan Policy that supported the consideration of impact fees was reconsidered and reduced the public works, police, and fire impact fees by 75%.</p> | <p>This policy relates to condominium conversions where affordable rental housing is converted to other ownership or condominium ownerships, resulting in eviction or higher rents. Staff proposed a condominium conversion ordinance but it was stalled by City Council after recommendation by the Planning Commission. Staff suggests we re-examine a condominium conversion ordinance in light of this housing policy.</p> | <p>As mentioned above, over the last Housing Element Planning Period, the City adopted the new increased sewer and water connection fees, and subsequently adopted development impact fees in 2010. The City completed the Development Impact Fee Study as required by state law to support the new fees, and lawfully adopted development impact fees. The development impact fees for "neighborhood parks" have been suspended since the fee was considered impedance to the development of housing. In the ordinance, there are sections that allow for adjustments to fees if fees are found to be unrelated to the impact of the project. Subsequently</p> |
| Program HO-2.1.2 | <p>Where public health, safety and welfare is not compromised, avoid imposing planning and other permitting decisions that would result in the conversion of affordable housing to other uses.</p> | <p>Annually</p> | |
| Program HO-2.1.3: | <p>Prior to adoption of any policy or regulation which could significantly impede the development of housing, the Planning Commission and City Council will consider the adverse effects of the policy or regulation on the City's ability to provide housing, and minimize adverse effects to the degree feasible.</p> | <p>Annually</p> | |

| | | | | |
|--------------------------|---|---------------|--|--|
| | | | | the remaining impact fees were reduced by 75%. |
| Program HO-2.1.4: | With all due consideration to financial constraints, and consistent with other General Plan policies, encourage, participate and cooperate in extension of City services to currently un-served areas, including direct financial participation when deemed appropriate by the City Council. | Annual Review | There were no annexations or out of area service connections processed in 2012. The last annexation occurred in 2010. | |
| Program HO-2.1.5: | The City will not place any condition of approval that lowers the proposed density of a residential project if the project otherwise conforms to the general plan, zoning and/or development policies in effect, unless the findings required by Government Code Section 65589.5 are made. | Continually | No activity to report in 2012. This is standard practice since the law was passed. | |
| Program HO-2.1.6: | The City Zoning Ordinance allows residential uses within the CBD on second floors and above in commercial structures. Encouragement of this concept will continue as a means to provide additional affordable and convenient housing. | Continually | This is ongoing, and amendments to the Zoning Code made it easier to locate mixed use developments in commercial areas. The Planning Commission approved a mixed use building in 2011 consistent with this policy. | |
| HO-3.0 | Encourage site development for low and moderate income housing. | Continually | This is ongoing. No applications were submitted in 2012. | |
| Policy HO-3.1: | Pursue public and private resources available to promote diverse housing opportunities, and particularly to assist in the creation and retention of affordable housing for extremely low, very low, low and moderate income levels. | Annually | There have been no applications or opportunities in 2012 to apply this policy. The City applied for funding under the HOME program for Tenant Based Rental Assistance Program but did not get the funding. Please note that when reference is made to "retention" of affordable housing, this also includes rental housing, especially for moderate, low, and very low incomes. This is very relative to Policy 2.1.2 (above). | |
| Program HO-3.1.1 | Encouragement and Assistance. The City will assist private and non-profit organizations in the development of extremely low-, very low-, and moderate-income housing where such development does not conflict with other policies and provisions of the General Plan and City ordinances. Assistance will include: maintenance of relationships with funding and facilitating agencies and organizations; site identification; and local, state, federal permit assistance. | Continually | This is ongoing. Staff assisted in various applications for funding to revitalize the Alta Vista Manor; however, those projects were not funded. | |

| | | |
|--|--|--|
| <p>Program HO-3.1.2:</p> <p>Incentives. The City Council will review permit fees, connection fees and/or improvement requirements for projects involving a substantial percentage of units (minimum of 25%) for —very low or —other lower income households. Fee threshold will be consistent with the State density bonus law. A 25 percent density bonus may be granted to qualifying projects, pursuant to Government Code Section 65915, as noted in City of Mt. Shasta Ordinance No. CCO-09-02, Section 2.13 (adopted on April 27, 2009, to be codified in Chapter 18 of the Municipal Code).</p> | <p>No projects were proposed in 2012. Staff would recommend density bonuses when applicable. The City utilizes all available fee adjustments for affordable housing that the State has legislated where appropriate. City Council also significantly reduced the development impact fees, but in many cases the impact fees would be waived or reduced in certain cases where housing was intended for targeted income groups (TIG).</p> | <p>Funding for these brochures is in question. Presently, the City links to a community resource web site on the County of Siskiyou web-site. Unfortunately, the Siskiyou County page was updated, and the Community Resources link has been eliminated. Staff is actively seeking ways to re-establish that complete list. Staff will re-establish the list or consider this as a budget item in 2013. As mentioned above, the city applied for funding with the help Great Northern Corp for Tenant Based Rental Assistance Program, but were not chosen for the funding.</p> <p>On going. As per City Manager. See also policy HO-3.1 progress.</p> |
| <p>Program HO-3.1.3</p> <p>The City shall encourage, coordinate with and support agencies and organizations operating rental and mortgage subsidy and self-help housing programs. The City will refer persons interested in developing low-cost housing to appropriate government and non-profit organizations for assistance. Those provisions of the City's ordinance which support affordable housing (e.g., second dwellings, group housing, density bonuses), will be made available to the public in the form of —an affordable housing information brochure□. This brochure will include information from the Housing Needs Study completed for the City in July 2005.</p> | <p>Continuous coordination as necessary, and completion of the brochure in the fall, 2005.</p> | <p>Funding for these brochures is in question. Presently, the City links to a community resource web site on the County of Siskiyou web-site. Unfortunately, the Siskiyou County page was updated, and the Community Resources link has been eliminated. Staff is actively seeking ways to re-establish that complete list. Staff will re-establish the list or consider this as a budget item in 2013. As mentioned above, the city applied for funding with the help Great Northern Corp for Tenant Based Rental Assistance Program, but were not chosen for the funding.</p> <p>On going. As per City Manager. See also policy HO-3.1 progress.</p> |
| <p>Program HO-3.1.4:</p> <p>To support the development of housing affordable to extremely low-income households, the City shall continue to seek and pursue state and federal funds annually, or as funding becomes available; and grant priority to projects that include units affordable to extremely low-income households.</p> | <p>Continually</p> | <p>There have not been any proposals where this policy can be implemented. Connection fees for wastewater have been raised, and new development impact fees were adopted, but subsequently reduced significantly. The language in the</p> |

| | | | |
|--------------------------|--|--|--|
| | <p>adopted ordinance allows for fee modifications (See Sections 3.55.080 (fees can be negotiated), 3.55.110 (A-D) (applicants can petition for modification if certain conditions exist), Section 3.55.120 (through Development Agreements)). Please note that the terms used such as "low" and "moderate" income are defined by the state, and are for specific targeted income housing, it is not a general market rate housing reference. As defined by HCD, most housing available or built in Mt. Shasta is "above moderate" housing.</p> | <p>The City has adopted development impact fees in 2009, but significantly reduced in 2010, and 2011. The fees were adopted with the required supporting fee study. The anticipated housing element has provisions to alleviate the impacts of fees on affordable housing projects. The language in the impact fee ordinance provides language as specified. (See Sections 3.55.080 (fees can be negotiated), 3.55.110 (A-D) (applicants can petition for modification if certain conditions exist), Section 3.55.120 (through Development Agreements)).</p> | <p>This is ongoing into 2013. In 2010, certain modifications were made to the subdivision ordinance in recent past, but prior to this reporting period. The city is reviewing application fees at this time as per the City Manager.</p> |
| Program HO-4.1.1 | <p>At the time of adoption of any new mitigation fees, the City shall consider the housing needs of low- and moderate-income households. Provisions shall be included for potential fee reductions or other cost reductions for projects where 25 percent or more of the housing would be dedicated to low- and moderate-income persons when a covenant is signed assuring continued use by low- and moderate-income households.</p> | | |
| Program HO-4.1.2: | <p>The City will continue to review its planning, permitting and environmental review programs to identify potential constraints to housing development and means by which those constraints may be reduced.</p> | | |

| | | | |
|--------------------------|--|-------------|---|
| Program HO-4.1.3 | Pursuant to Government Code § 65589.7, the City will develop specific procedures to grant priority sewer and water service to those residential developments that include units affordable to lower income households. | Continually | There has been no action on this. Staff recommends that the city have as a goal to complete this in 2013. |
| Program HO-4.1.4 | The City will monitor the development of new single-family and multi-family housing by qualified developers and determine whether the City's development impact fees and conditional use permit requirements create an unjustified constraint to affordable housing development. | Continually | The City has not had any activity to ascertain this issue. However, the Impact fees for Neighborhood Parks were suspended, and the remaining impact fees were reduced by 75%. Please note that this state law applies to "affordable" as defined by the state, and not to "above moderate" or "High Income" projects. The city does not require a conditional use permit for housing. |
| Goal HO-5: | Initiate all reasonable efforts to preserve, conserve and enhance the quality of existing dwelling units and residential neighborhoods to ensure full utilization of the City's existing housing resources for as long as physically and economically feasible. | Continually | No conversions or loss of existing housing in general residential zoned neighborhoods occurred. |
| Policy HO-5.1 | Rehabilitate, or seek funding to allow the rehabilitation of an average of three housing units per year during the planning period. | Continually | There were 2 CDBG rehab projects in 2012: 706 Marjorie, and 202 Terry Lynn. |
| Program HO-5.1.1: | The City will actively apply for CDBG rehabilitation grants during the planning period. | Continually | Ongoing and as needed. See above. |
| Program 5.1.2 | The City will, as such information becomes available, notify or cooperate in notification of owners of homes in need of rehabilitation or weatherization about programs which could help meet rehabilitation needs. | Continually | The City continually provides that information, however responses are lacking. |
| Policy HO-6: | Conserve existing housing wherever possible. | Continually | This relates to policy 2.1.2. Conserving Housing includes mindful decisions when asked to convert existing housing into commercial developments or condominium ownership. No conversions occurred in 2012. |
| Program HO-6.1.1 | Prior to allowing the conversion of rental units for other purposes, the City shall consider the impact of the conversion on the availability of | | Staff suggests that the Council revisit the addition of a |

| | | |
|--------------------------|--|--|
| | rental units and may deny the conversion if the City makes a finding that the conversion will result in a substantial depletion of the available rental housing stock. | Condominium Conversion Ordinance that takes into account considering factors prior to approval, such as existing “rental vacancy rates” to be consistent with this policy. |
| Program HO-6.1.2: | In rezoning, permit or other discretionary decisions, the City shall consider the potential effects of the decision on affordable housing, particularly for low and moderate-income households | As needed |
| Program 6.1.3: | Periodically during the planning period, the City will conduct visual inspections of housing conditions to identify homes in need of maintenance. The Building Department will notify the owners of the need and make referrals for assistance as appropriate. | Continually |
| Program HO-6.1.4 | The City will continue to offer free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve existing housing. The City will encourage, and participate in as appropriate, the activities of other agencies promoting homeowner maintenance and improvement self-help skills. | Continually |
| Program HO 6.1.5 | The City will maintain a list of non-profit organizations interested in the retention and construction of affordable housing. The City will respond to the property owner on any Federal or State notices including Notice of Intent or Opt-Out Notices on local projects. The City will meet with and assist organizations desiring to maintain affordable housing in the City. | Building Department is accessible for these inquiries. |
| Program HO-6.1.6 | The City will assist in the search for gap funding for at risk projects that may decide to pay off existing assisted loans during the course of the planning period, including CDBG, California Housing Finance Agency, HCD, etc. | Staff has a small list of organizations, such as CHIP, for these reasons |
| Program HO-6.1.7 | The City will develop and maintain a current list of entities qualified and | Completed |

| | | | |
|--------------------------|--|-----------------------------------|---|
| | interested in participating in the offer of Opportunity to Purchase and Right of First Refusal (per Government Code 65863.11). Funding : General Fund | As needed upon receipt of notices | No applications have been submitted, but the City has ample property zoned for housing and many infill opportunities. At this time we are compliant with this policy. Note that we are not required to have the structures built, but are to have properties zoned for such uses. |
| Policy HO-7.1 | Over the planning period (2009-2014), to meet the City's share of regional housing needs, the City will facilitate the development of a minimum of 58 dwelling units according to the following income levels: 7 units for extremely low income; 7 units for very low income; 10 units for low income; 9 units for moderate income; and 25 units for above moderate income. | | |
| Program HO-7.1.1 | Subject to availability of funding, the City will work with developers of housing located outside existing sewer and/or water service areas, or in areas where existing systems are at or near capacity, to develop or improve essential utility systems to facilitate housing development. City assistance may involve direct participation in improvements or cooperation in the formation of assessment districts or other means of financing necessary improvements. Funding: To be determined. | As opportunities are recognized. | None to report in 2012. |
| Program HO-7.1.2 | The City will continue to develop and implement plans to expand domestic water and sewage collection and treatment systems such that planned development over the General Plan 20-year timeframe can be accommodated. | | The City adopted a Sewer System Management plan in November 2010. In Addition, the City adopted a Master Water Plan that does include information such as costs and locations of storage and extensions to Springhill Road area, as well as to enhance the efficiency of the existing water System. |
| Goal HO-8 | Encourage construction of new, or dedication of existing, housing units to meet identified special needs. | | This is ongoing. However, no projects have been proposed. |
| Policy HO-8.1 | Encourage programs that will address the needs for housing and programs for senior citizens, large families, disabled persons, single-parent families, extremely low-income and the homeless. | Continually | See implementation below. |
| Program HO-8.1.1: | The City will partner with area social services agencies and non-profit organizations to assess the need for supportive housing types and identify funding sources to develop needed services in the City. Funding: General Fund | | No action taken on this in 2012 except for the application with Great Northern Corp for Tenant based Rental Assistance Program. |
| Program HO-8.1.2: | Work closely with qualified developers of new multifamily housing that | Continually | This is standard procedure. |

| | | | |
|--------------------------|--|-------------|---|
| | <p>includes affordable four- and five-bedroom units. The City will offer expedited review process and technical assistance for projects that include four- and five-bedroom units.</p> <p>Timing: Continually</p> | | |
| Program HO-8.1.3: | <p>Support the development of low-cost child care facilities and job training programs in the City to encourage female householders to enter the job market. Meet with the child care council on an annual basis to review possible childcare needs of the community.</p> <p>Responsibility: Planning Department</p> <p>Funding: General Fund</p> | Annually | <p>No action taken in 2012 regarding job training programs, however locating small child care establishments in residential areas is allowed by right (Zoning) if state licensing procedures are followed.</p> |
| Program HO-8.1.4 | <p>Review building codes regarding door sizing, fixture placement and other provisions related to handicapped access, and prepare an ordinance that would establish standards to promote improved handicapped access for all multi-family housing, suggesting one handicap unit for every four units constructed.</p> | | <p>We utilize the Uniform Building code for those standards, and also adopted a reasonable accommodation policy in the Zoning Code as per housing element in 2010. This is completed. The current law requires at least one unit in four be adaptable to ADA standards.</p> |
| Program HO-8.1.5 | <p>Support agencies and organizations serving the homeless by annually updating referral information on local homeless agencies.</p> <p>Responsibility: City Manager</p> <p>Funding: General Fund</p> | Annually | Ongoing. |
| Program HO-8.1.6 | <p>Support designated regulatory agencies in the prevention and correction of any reported discrimination in housing.</p> | | Ongoing |
| Program HO-8.1.7 | <p>Building permit processing and inspections for individuals with disabilities shall be given a high priority.</p> | | <p>This would be standard procedure, but we've had one opportunity in 2011 for a carport that encroached the set-back for a person who has severe sight problems.</p> |
| Program HO-8.1.8 | <p>Actively enforce handicapped-related provisions as specified in the Uniform Building Code, Title 24 of the California Code of Regulations, the Disabled Americans Act, and the Municipal Code.</p> | Continually | <p>By law, this is implemented.</p> |
| Program HO-8.1.9 | <p>Develop a "reasonable Accommodation Policy to be adopted by City Council which would direct the staff on ways to assist handicapped individuals in matters affecting City action and ordinance administration. This would include: current practices of assisting handicapped persons through the permit and zoning process; accommodations at public meetings; and possible modifications to the zoning ordinance such as giving administrative approval in circumstances where a minor variance may be needed to accommodate a handicapped individual. After adoption by the City</p> | August 2010 | Completed. |

| | | | |
|--------------------------|---|---|--|
| | Council, this policy should be published in a manner that is readily available to the public, including the City website. | Within 1 year of HE adoption. | Completed |
| Program HO-8.1.10 | The City will amend the Zoning Ordinance to clarify the definition of single-room occupancy units. The amendment will also describe specific development standards for these units. Further, the City will amend the Zoning Ordinance to allow —small (6 or less) single-room occupancy units by right in the High-Density Residential (R-3) and —large (6 or more) single-room occupancy units by permit in the R-3 and C-2 zone districts. Timing: 2010 Responsibility: Planning Department Funding: General Fund | | |
| Policy HO-9.1 | Support activities of existing agencies and organizations in meeting the needs of the homeless. | Continually | Ongoing |
| Program HO-9.1.1 | When requested, assist appropriate public and/or non-profit entities to develop a shelter for homeless persons in the City. Timing: Ongoing Responsibility: City Manager Funding: CDBG or other grant funds | Continually | Ongoing. Amended the zoning code in 2010 for homeless and transitional housing / shelter standards. |
| Program HO-9.1.2a | Pursuant to SB2, the City will amend the Zoning Ordinance to include separate definitions of —supportive housing and —transitional housing. Further, the City will amend the Zoning Ordinance to list supportive and transitional housing as permitted uses within residential zoning districts, subject only to those regulations that apply to other residential dwelling of the same type in the same zoning. Timing: Within one year of adoption of the Housing Element. | Within one year of adoption of the Housing element. | Completed |
| Program HO-9.1.2b | To comply with SB-2, the City will amend the Zoning Ordinance to permit Emergency Shelters by right in the High Density Residential (R-3) zone without a conditional use permit (CUP) or other discretionary permits. The R-3 zone district has sufficient capacity with approximately 53 acres of vacant land currently zoned R-3, with adjacent sewer and water infrastructure; and adjacent to public transit stops (Pine Street, E. Ivy and Alma) and public services. Timing: Within one year of adoption of the Housing Element. Responsibility: Planning Department Funding: General Fund | | Completed |
| Program 9.1.3 | During the review of discretionary permits for group housing, homeless shelters, transitional housing and other special-needs groups, when such housing is not otherwise allowed in specific zoning districts by right, the City shall keep standards as minimal as possible as a means to maintain affordability to the extent practical without significantly impacting nearby neighborhoods. | During application process | No applications have been submitted. The municipal code was amended in 2010 with permitting process standards consistent with this policy. |

| | | | |
|---------------------------|---|--|---|
| | Responsibility: Planning Department Funding: General Fund | 2009-2014 | See Below |
| Goal HO-10: | Pursue sustainable development and energy efficiency for new development and existing housing stock. | Continually | Ongoing. Great Northern Corp administers this program. |
| Policy HO-10.1 | Promote the use of energy conservation measures in all housing, including very low, low and moderate income housing, through the use of public and private weatherization programs. | | |
| Program HO-10.1.1 | Facilitate the weatherization of an average of ten homes per year during the planning period by providing information on currently available weatherization and energy conservation programs to residents of the City. The City will have information available for the public at the front counter at City Hall and will distribute related information when appropriate, including distribution through the mail. Timing: 2009-2014, on-going. Responsibility: Building Department Funding: Government funds | Continually | Great Northern Corp administers this program. |
| Program HO-10.1.2 | The City will support PP&L and Great Northern Corporation's energy audit and weatherization programs, and will provide referrals and participate in informing households that would potentially benefit from these programs. Timing: 2009-2014, on-going. | During application processing | No applications in 2012. The city's website has information regarding rehab and energy assistance. |
| Program HO-10.1.3 | Continue to enforce State requirements, including Title 24 of the California Code of Regulations, for energy conservation in new residential projects and encourage residential developers to employ additional energy conservation measures for the location of buildings, landscaping and solar access through development standards contained in the Zoning Ordinance, Building Code, and Specific Plans, as appropriate. Responsibility: Planning Department, Building Department Funding: General Fund | Annual meeting with program providers | Have applied those standards in all projects. Also incorporated language to consider solar orientation in subdivisions in 2010. This is an ongoing project. |
| Goal HO-11: | Equal access to housing for all persons in the community without regard to race, religion, sex, marital status, ancestry, national origin or color. | Ongoing | No applications to review in 2012. This is standard procedure. |
| Policy HO-11.1 | Ensure that all persons, regardless of race, sex, cultural origin, age, marital status, or physical handicaps, are provided equal access to housing within the community without discrimination. | Ongoing | compliant |
| Program HO-11.1.1: | City staff will refer all complaints regarding housing discrimination of any kind to the State Department of Fair Employment and Housing. The City will monitor such complaints by checking with the affected agency and the complainant, and consider the need for further action if a | Continuous as complaints are received. | Compliant |

| | | | |
|---------------------------|--|-------------|--|
| | trend develops, or the complaint is not resolved. | | |
| Program HO-11.1.2: | The City will provide information to the public at social service centers, the senior center, City Hall, the library, housing projects participating in HUD Section 8 Programs, and other semi-public places. The information will provide locations and phone numbers of agencies to contact for assistance. This outreach effort will be made to include groups likely to experience discrimination in housing including minority, elderly, handicapped, and lower-income families | Continually | City currently provides this information at City Hall, plus on the City website. |